



National Finance Center Customer Notification

Date of Notification: April 1, 2010

Subject: Delay of PAYE Follow Up (Reminder/Correction)

Database/Customer(s) Affected: All Customers

Dear Customer:

This is a follow up to the Customer Notification dated January 29, 2010, advising of a modification to the date of the second pass of pay for all agencies.

Listed below is the modified schedule:

Pay Period	1 st Pass CV05, 06 and 08	1 st Pass Treasury Only	2 nd Pass All
05	Thursday, March 18, 2010	Friday, March 19, 2010	Saturday, March 20, 2010
06	Thursday, April 1, 2010	Friday, April 2, 2010	Saturday, April 3, 2010 ***
07	Thursday, April 15, 2010	Friday, April 16, 2010	Saturday, April 17, 2010
24	Thursday, December 9, 2010	Friday, December 10, 2010	Saturday, December 11, 2010

***denotes the correction in date.

Please note that we will return to our regular Thursday/ Friday PAYE processing schedule for Pay Period 08 through Pay Period 23 and for Pay Period 25 and 26, 2010. Changes to the schedule are being made to assist customers who experience high processing volumes during these periods.

The regular Monday pay dates of March 22, April 5, April 19 and December 13, 2010, for those employees paid by direct deposit will not be affected.

For Pay Periods 05, 06, 07, and 24, 2010 Accounting Interface files and reports will be created and transmitted on Saturdays, instead of Fridays.

If you have any questions regarding this notification, please contact the NFC's Call Center at 1-504-255-4630.

DRA/M5-10-021/025

"Tip of the Week"

Agencies are reminded to complete the SPPS Web Inquiry and Adjustment processes by releasing their requests to NFC. Changing the status code on the record requested from a '6' (NEW) to a '7' (RELEASE TO NFC) prevents the request from being deleted, changed or delayed.